


Efficiency Review



Small and Medium-Size Agency Activities

Efficiency Review Steering Committee
May 25, 2004



State Agency Visits



- **Eighteen Agencies**
 - **All actively engaged in ER process**
 - **Reviewing policies**
 - **Re-examining procedures**
 - **Implementing changes**
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ER Active State Agencies



- Department of Agriculture
 - Department of Banking
 - Department of Commerce
 - Department of Environmental Quality
 - Department of Gaming
 - Department of Housing
 - Department of Insurance
 - Department of Juvenile Corrections
 - Department of Liquor Licenses and Control
 - Department of Lottery
 - Department of Racing
 - Department of Real Estate
 - Registrar of Contractors
 - Residential Utility Consumer Office (RUCO)
 - Department of State Land
 - Department of Tourism
 - Department of Weights and Measures
 - Arizona Medical Board
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Agency Highlights



Department of Commerce


- Small business information on website saves \$18,000/yr.
- *Travel Net* searchable database saves \$8,000/yr.
- Returned 8 of 9 vehicles to state motor pool saving \$38,000/yr.
- Switched to “shared minutes” cellular plan saving \$20,000
- E-signature purchasing system
- Created State Energy Conservation Workgroup with ADOA



Agency Highlights



Department of Real Estate

- Allowing only “mission critical” travel saves \$10,000/yr.
 - Utilize AZGU for training saves \$2,000/yr.
 - Vendor early payment discounts save \$1,000/yr.
 - Real Estate Bulletin is posted to website and e-mail blast to 15,000, Mailed to 500 subscribers saves \$90,000
 - 1st agency to offer professional license renewals online-Fall 2004
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Agency Highlights



Registrar of Contractors

- ER savings over \$69,500
 - Increase availability of mediations
 - Image OAH documents, create electronic case files
 - Online newsletter posts articles, forms, scam notices saving \$19,500 FY04
 - Eliminate certified mail return receipts use online tracking saving \$5,000 FY04
 - Minimize use of temporary employees, cross-train staff saving \$8,000/yr.
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